

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Administrative Assistant

Bureau of Finance and Administration

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on examination list
Location: Newington
Job Posting No: 30666
Hours: 8:00 am to 4:30 pm
Salary: CA-19: annual \$49,357.00 to \$63,871.00
Closing Date: January 23, 2013

This is a confidential position that will serve as the Administrative Assistant to the Human Resources Administrator.

Eligibility Requirement: Candidates must have applied for and passed the Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

Experience and Training:

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Administrative Assistant positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) by January 23, 2013 to:

**Department of Transportation
Doreen Rossi
Principal Human Resources Specialist
Human Resources
2800 Berlin Turnpike
Newington, CT 06131
Fax: 860-594-3369
Email: Doreen.rossi@ct.gov**

State employees must include their last two service ratings

Candidates need to include all requested documents in order to be considered for the position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

